


VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Implementation Aide	CLASSIFICATION CODE: 02504300
	SALARY RANGE: 122 A (\$35225-\$39979)	REFERENCE POSITION NO.: 136013400-10
	Department or Agency Name Corrections	APPLICATION PERIOD: 6-6-06 to 6-12-06
	Division/Section/Unit Administration/Policy Unit	3 day grace 6-15-06
	Assignment(s) / Comments	
	Shift and Days: Mon. - Fri. 8:30am - 4:00pm	Job Location: Policy Unit, Maximum Security
	Restrictions/Limitations: None	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No X	
	Name of Bargaining Unit Union: None	
	There is * ____ is not X a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
If there is not a list, position is subject to Merit System Law and Rules as to Future Examinations		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
To research and prepare new or revised RIDOC policies based on assignments from the Chief of the Policy Unit. To develop effective working relationships with personnel at various levels of RIDOC, including executive staff. To be responsible for various Policy Unit office protocols including tracking all stages of policies. To possess strong computer skills and knowledge and transfer those skills to the work flow process. To attend meetings related to the creation and revision of policies and prepare status memoranda. To respond to inquires from defense attorneys, criminal justice agencies or other state Department of Corrections for policy inquires. To do related work as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)		
Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and Experience: Such as may have been gained through: considerable employment in a position of state government assisting a high level state official by performing, minimum, moderately complex administrative and supportive tasks involved in the implementation and administration of major projects and programs that had effect on all departments or agencies. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.		
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Jane M. Ryan Department of Corrections Office of Human Resources 39 Howard Avenue Cranston, RI 02920</p> <p>Telephone #: 462-5119 Fax #: 462-2685 TTY/TDD #: 462-5180 (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER